

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 10.2	Effective Date 08/26/15	Page 1 of 6
	Supersedes Inmate Education, dated 1/31/2009		
Approved By  Commissioner Scott Semple	Title Inmate Education		

1. **Policy.** The Department of Correction shall provide educational services and access to educational programming to inmates confined to Department facilities.
2. **Authority and Reference.**
 - A. United States Code, 20 USC 1232g, Family Educational Rights and Privacy Act (FERPA) of 1974.
 - B. Code of Federal Regulations, 34 CFR 99, Family Educational Rights and Privacy Act (FERPA) of 1974.
 - C. Disabilities Education Improvement Act of 2004 (IDEA).
 - D. Connecticut General Statutes, Chapters 163c, 164 and 166, and Sections 4-36, 10-220h, 10-221a, 17a-101 through 17a-1011, 17a-102a, 17a-103, 18-81, 18-99a and 18-99b.
 - E. Administrative Directives 2.9, Employee Recognition; 6.6, Reporting of Incidents; 6.10, Inmate Property; 9.5, Code of Penal Discipline; 10.1, Inmate Assignment and Pay Plan; and 10.7, Inmate Communications.
 - F. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-3C-01 and 2-CO-5B-01.
 - G. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4464 through 4-4480.
 - H. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-5A-09 and 4-ALDF-6B-02.
3. **Definitions.** For the purposes stated herein, the following definitions apply:
 - A. **Educational Materials.** Academic/vocational materials (i.e., books, handouts, magazines, digital video discs (DVDs), compact discs (CDs) and audio cassettes) instructive in nature with the exception of materials of religious content.
 - B. **Facility Incoming Property Review Coordinator.** The Unit Administrator at each facility shall designate a Facility Incoming Property Review Coordinator. The Facility Incoming Property Review Coordinator shall be at the rank of Deputy Warden and be responsible for the authorizing or denying of all requests for incoming property items, including but not limited to, outside tapes and compact discs.
 - C. **School Year.** Each school year shall begin on July 1st and conclude on June 30th of the following year.
4. **Routing of Material Requests.** Requests for educational materials, to include religious and non-religious correspondence courses, shall be made through the Facility Incoming Property Review Coordinator in consultation with the institutional religious facilitator or educational administrator, as appropriate. All correspondence courses that contain computer discs, cassette tapes and/or compact discs shall be reviewed in accordance with Administrative Directives 6.10, Inmate

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Property and 10.7, Inmate Communications prior to being released for use by the inmate.

In no case shall inmates be allowed to move materials from their assigned work/education area to another area without authorization. Possession of educational materials in the inmate's living area or use of educational materials for personal purposes without authorization from the appropriate supervisor shall be strictly prohibited and shall subject the inmate to disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline.

5. Administrative Responsibility.

- A. The Commissioner of Correction shall administer, coordinate and control the operations of the school district and shall be responsible for the overall supervision and direction of all courses and activities of the school district and shall establish such vocational and academic education, research and statistics, training and development services and programs the Commissioner considers necessary or advisable in the best interests of the persons benefiting therefrom. The Commissioner of Correction may delegate these duties pursuant to Section 18-99a et seq of the Connecticut General Statutes to the Superintendent of Schools of Unified School District #1 (USD #1). If such a delegation is made, the Superintendent of Schools shall have executive authority over the school system.
- B. Each school in USD #1 shall have oversight through a principal or educational administrator. In a case where staff size does not warrant an on-site administrator, a principal or educational administrator shall be assigned satellite responsibility. A principal or educational administrator shall report to the Unit Administrator or designee regarding matters dealing with facility operations, and to the Superintendent of Schools or designee with respect to matters concerning education. A principal or educational administrator shall be supervised and evaluated by the Superintendent of Schools or designee. All instructional and educational support staff shall be supervised and evaluated by a principal or educational administrator.
- C. USD #1 personnel shall assess the educational needs of inmates on a continual basis. In accordance with the Department's classification system and the offender accountability plan (OAP), and based on the assessment conducted, inmates shall be placed in appropriate academic or vocational programs. An inmate's educational assignment may be changed through documented academic progress or reclassification review subject to legal requirements for those identified as educationally disabled. The education program schedule and class structure shall allow for student placement into a class at any time during an inmate's incarceration and shall enable the inmate to proceed at his/her own pace.
- D. If safety, security or classification requirements necessitate the modification of a student's Individualized Education Plan (IEP), the modification shall be designed through the Planning and Placement Team (PPT) process.
- E. Programs in education shall be monitored by certified educational personnel in accordance with Section 10-145 of the Connecticut General Statutes. Education Department staff shall be certified by the Connecticut State Department of Education in accordance with Section 10(B) of this Directive.

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- F. Effective procedures shall be established for conducting USD #1 business, including but not limited to student attendance, academic records, school safety, education program management and discipline.
 - G. Academic and vocational education programs shall be recognized and certified by the Connecticut State Department of Education. Programs up to the completion of a high school diploma or the General Education Development (GED) Program shall be available at no cost to inmates.
 - H. At the beginning of each school year, USD #1 shall establish goals and objectives for the upcoming school year. Each facility education department shall develop local goals and objectives for the coming school year. These goals shall be developed in concert with USD #1 goals and objectives. Local goals shall be forwarded to the Superintendent of Schools for review.
 - I. USD #1 shall provide and maintain standardized competency based curriculum guides for all instructional programs, supported by appropriate materials and classroom resources. Such guides shall be subject to review and revision as dictated by ongoing curriculum evaluation and advances in educational practice. Curriculum development and revision shall be in accordance with the guidelines established by the Connecticut State Department of Education.
 - J. USD #1 shall develop and publish an annual school calendar which outlines specific hours of instruction in accordance with Section 10-145 of the Connecticut General Statutes.
 - K. USD #1 shall offer educational programming in accordance with the established school calendar. Educational programming shall conform to the Connecticut State Department of Education's definition of the "length of school day."
6. Acceptance of Federal Funds, Gifts, and Bequests. USD #1 shall apply for federal funds for which USD #1 has been qualified for consistent with any administrative directive governing such application. USD #1, as authorized by the Commissioner of Correction or designee (Superintendent of Schools), may accept donations of materials, equipment, and services which promote goals and support educational programs. Decisions to accept all bequests and gifts shall be made by the Superintendent of Schools or designee in consultation with the Director of Programs and Treatment.
7. Inmate Labor. Inmates may be employed as school workers, but shall not serve in any capacity which places them in a position of supervising other inmates or having access to personally identifiable or confidential educational data in accordance with Administrative Directive 10.1, Inmate Assignment and Pay Plan.
8. Educational Programs. USD #1 shall provide a comprehensive education program available to all inmates who have not obtained a high school diploma or GED or to individuals who have been identified as in need of special education and related services and who are under the age of 22. USD #1 may provide education programs to all other inmates.
- A. Adult Basic Education (ABE). Instruction in reading/language arts, mathematics, science and social studies which equate to curriculum offerings in public schools grades one (1) through eight (8).
 - B. Apprenticeship Program. A partnership with the Connecticut Department of Labor which allows students to earn apprenticeship credit that is transferable upon release.
 - C. Extension Curriculum. An educational program integrated into the regular curriculum, which covers the topics of Family Education,

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Transition Skills, Communication Skills, Sexual Harassment, Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), Suicide Prevention and Creating Climates of Respect. The education program coordinates with other facility services to provide instruction in these functional social skills.

- D. External Diploma Program (EDP). Program designed to help students acquire a high school diploma through life and work experiences demonstrated with "in-house" projects and performance interviews.
 - E. General Education Development (GED) Preparation. Instruction in reading/language arts, mathematics, science and social studies which equate to curriculum offerings in public schools grades nine (9) through 12.
 - F. Health, Safety and Substance Abuse. Program in health instruction which includes information specific to HIV/AIDS, substance abuse and suicide prevention in accordance with Sections 10-16b and 10-19 of the Connecticut General Statutes.
 - G. High School Diploma Program. Program designed to help students achieve Carnegie Units in order to receive a local or state high school diploma.
 - H. Library Services. Library services may be provided at Department facilities. Where library services are offered, USD #1 shall provide administrative oversight with regard to operation, philosophy, instructional application, and selection of materials at each library. Comprehensive library services shall include but are not limited to, a reference collection containing general and specialized materials, along with planned continuous acquisition of materials to meet the needs of the inmate population. Library materials shall be selected to meet the educational, informational and recreational needs of the inmates.
 - I. Physical Education. USD #1 shall support, in cooperation with recreation personnel, the provisions of physical education activities.
 - J. Post-Secondary Education. Program designed to prepare individuals for paraprofessional, professional, and technical occupations, beyond the high school level.
 - K. Pro-Literacy America. An active core of volunteers who help provide students with basic literacy skills.
 - L. School to Community. A system designed to provide opportunities for school based learning, work based learning, and connecting activities between school, work, and the community in order to prepare students for transition.
 - M. Special Education. Program designed to assist individuals identified in need of special education and related services to progress through the general education curriculum.
 - N. Teaching English to Speakers of Other Languages (TESOL)/Language Acquisition Skills (LAS). Program in the study of reading, writing, and speaking English for individuals whose dominant language is other than English and may be limited in English proficiency.
 - O. The Arts. USD #1 shall work in concert with other units within the Department to promote instruction and related activities which support the Arts.
 - P. Vocational Education. Program of instruction in skilled and occupational trades designed to prepare individuals for employment.
9. Educational Records.
- A. Access. An inmate in the custody of the Commissioner of Correction who is 18 years of age or older may request and receive a copy of his/her educational records in accordance with the Family

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Educational Rights and Privacy Act (FERPA) of 1974. A parent or legal guardian of an inmate who is under 18 years of age may request and receive a copy of his/her education records.

- B. Duration. Records shall be maintained for the time period specified in the Records Retention Disposition Schedule established by the Public Records Administrator and the State Library Board.
- C. Request for Records. Educational records shall be requested in accordance with Section 10-220h of the Connecticut General Statutes from previously attended schools or educational agencies.
- D. Storage. Non-special education records, that have been inactive for four (4) or more years, shall be stored in an approved storage facility and accessed upon request of a Central Office Director.
- E. Transfer. Special education files and files for students under the age of 21 shall be forwarded when an inmate is transferred to another facility and shall be maintained at the inmate's school of attendance. All other student records shall be forwarded upon request when an inmate is transferred and shall be maintained at the inmate's school of attendance. Education records shall be maintained apart from the inmate master files.

10. Personnel.

- A. Beginning Educator Support and Training (BEST). The BEST program of beginning teacher support is mandated by the Connecticut State Department of Education and shall be provided to new educators with an initial certificate to assist them within the teaching profession.
- B. Certification. USD #1 shall comply with all Connecticut State Department of Education certification regulations with respect to individuals employed by USD #1. All academic, vocational, pupil services and administrative personnel shall be certified by the Connecticut State Department of Education.
- C. Continuing Education Units (CEU). USD #1 shall provide Continuing Education Units as prescribed by Section 10-144o of the Connecticut General Statutes.
- D. Staff Recognition. USD #1 shall acknowledge the exceptional services of USD #1 staff in accordance with USD #1 guidelines and Administrative Directive 2.9, Employee Recognition.

11. Students.

- A. Access to Educational Services. USD #1 shall provide a comprehensive education program available to all inmates who have not obtained a high school diploma or GED or to individuals who have been identified as in need of special education and related services and who are under the age of 22. USD #1 may provide education programs to all other inmates.
 - 1. Pursuant to the provisions of Section 10-233(a) of the Connecticut General Statutes, any student suspended from school shall be excluded from school privileges within USD #1. Such suspension shall not exceed 10 consecutive school days.
 - 2. Pursuant to the provisions of Section 10-233(d) of the Connecticut General Statutes, any student expelled from school shall be provided an alternative educational opportunity.
 - 3. Pursuant to the provisions of Section 10-233(e) of the Connecticut General Statutes, any student between the ages of 16-18, that has been involved in an incident that involved a

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deadly weapon, dangerous instrument or controlled substance, USD #1 shall not be required to provide educational services.

- B. Child Abuse. USD #1 shall follow all pertinent state and federal laws and mandates regarding the reporting of child abuse.
 - C. Reporting of Incidents. In accordance with Administrative Directive 6.6, Reporting of Incidents, USD #1 staff shall immediately report any incident, circumstance, or information which may impact safety, security or order to the Shift Commander or designee. Notification shall also be made to the principal or educational administrator.
 - D. Student Assessment. USD #1 shall conduct academic and vocational counseling, where available, as well as initial screening, student assessment and evaluation to determine each inmate's educational needs for all inmates who have not obtained a high school diploma or GED or to individuals who have been identified as in need of special education and related services and who are under the age of 22. This assessment shall include, but not be limited to, dominant language, vocational aptitude and interest, academic achievement, and special education eligibility.
 - E. Student Find. USD #1 shall actively identify and recruit students through the school year of their 21st birthday. All inmates 21 years and under and who are in need of special education and related services, shall be identified, located, and evaluated and a practical method shall be developed and implemented to determine which inmates 21 years and younger with disabilities are currently receiving needed special education and related services.
 - F. Student Recognition. Provisions for educational participation are made for recognition of specific educational accomplishments. Students may be recognized for achievement, advancement to a higher academic level, completing all requirements for their high school diploma in accordance with Section 10-221a of the Connecticut General Statutes, receiving their state high school diploma by passing the GED examination, completing all requirements for a vocational certificate, meeting all requirements for a post secondary degree from an accredited institution, and completion of extension curriculum programs. Graduation exercises may be conducted to recognize student achievement.
 - G. Surrogate Parent. USD #1 shall cooperate with the Connecticut State Department of Education to administer the surrogate parenting program in accordance with Section 10-94 of the Connecticut General Statutes.
12. Program Monitoring. USD #1 shall comply with monitoring requirements imposed by the United States Department of Education and the Connecticut State Department of Education. In addition, the Superintendent of Schools shall ensure that USD #1 programs are continuously evaluated. Academic and vocational programs shall be assessed against stated objectives by certified educational personnel in accordance with Section 10-145 of the Connecticut General Statutes.
13. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require the prior written approval of the Commissioner.